



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20350-1000

SECNAVINST 5215.17  
ASN(M&RA)/OCPM OOR

14 APR 1986

SECNAV INSTRUCTION 5215.17

From: Secretary of the Navy

Subj: CIVILIAN PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITY DIRECTIVES  
SYSTEM

Ref: (a) SECNAVINST 5430.78C of 5 Nov 85  
(b) SECNAV memo of 9 Jan 86 (NOTAL)

1. Purpose. To establish the process to issue and/or revise civilian personnel and equal employment opportunity policies, procedures and guidance throughout the Department of the Navy (DON).

2. Cancellation. SECNAVINST 5215.16 and OPNAVINST 12000.14.

3. Background. Following reference (a), the Secretary of the Navy delegated responsibilities and authorities to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for establishing Department-wide policies and programs for civilian personnel within the DON. Within the Office of the ASN(M&RA), the Director of Civilian Personnel Policy/Equal Employment Opportunity (DCPP/EEO) was established to advise the UNSECNAV and the ASN(M&RA) on all DON-wide policies, programs and issues relating to the management of the Department's total civilian work force. Reference (b) established the Office of Civilian Personnel Management (OCPM) as a staff to the DCPP/EEO with responsibilities to include staff support for development of DON civilian personnel/equal employment opportunity (CIVPERS/EEO) policies and programs and issuance of DON-wide implementing directives.

4. Policy. Implementing CIVPERS/EEO directives (except with regard to the Senior Executive Service) will be issued by OCPM Instructions for application by DON. Instructions issued are effective upon receipt unless otherwise specified.



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5. Action. The OCPM will develop and issue DON civilian personnel and equal employment opportunity directives and guidance, after approval by the DCPM/EEO, implementing policies formulated by SECNAV. Before issuance, DON-wide directives on CIVPERS/EEO will be coordinated with the Assistant for Administration, Under Secretary of the Navy (AA/UNSECNAV) Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC) and the Office of Chief of Naval Research (OCNR).



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Assistant Secretary of the Navy  
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